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## HOW TO APPLY TO THE DEVELOPMENT ORGANIZATION

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### *What is the purpose of the Development Organization?*

The Development Organization (D.O.) provides a “one-stop” coordinated process for the review of projects and building plans which generally result in the issuance of a building permit. The Development Organization consists of staff representatives from Planning, Building, Engineering, and Fire functions. The interdepartmental team reviews each project for compliance with zoning requirements, the General Plan, the State Building and Housing Codes, the Fire Code (including hazardous materials), landscape plans, various Fremont Municipal Codes (such as subdivision grading, street right-of-way and improvement ordinances) and other established development policies.

### *When is a Development Organization review required?*

Review by the Development Organization is required for all new construction types, **except** for interior improvements and single family detached homes not in a Planned District, Planned Unit Development or the Hill Area.

### *What are the steps?*

The Development Organization review process consists of three (3) steps. Most projects proceed through all three reviews. However, some minor projects or projects with complete drawings and responses to staff comments may only require two steps of the review process. The staff is available to assist you through these processes.

**1. Preliminary Review (Discretionary Review):** The Preliminary Review process is a discretionary review for those projects which have not received prior discretionary review and approval (e.g. Planning Commission or Zoning Administrator). The purpose of a Preliminary Review is to provide an early opportunity for problem solving before detailed construction plans have been developed. The Development Organization Manager may, in some cases, waive the requirement for Preliminary Review for minor projects when it is determined the project conforms to the general provisions of the Fremont Municipal Code. In addition to review for compliance with applicable codes, an architectural review and environmental clearance are accomplished at this stage of the review process. A preliminary review approval is valid for one year but

may be extended for one additional year upon request and approval of the Development Organization Manager.

Upon completion of the Preliminary Review process you will receive a letter stating whether your project has been approved for land use and conceptual architectural and site design, what the conditions of approval will be or denial of the application. At that time, staff will also provide a preliminary estimate of the fees pertaining to the project.

**2. Prefinal Review:** Prefinal Review occurs when the first working drawings are submitted. This review includes submittal of all structural, architectural, landscape, irrigation and grading plans. The submittal also includes review of fire code compliance and other specific Fremont Municipal Code and development policy requirements.

If upon completion of the Prefinal Review all conditions of approval, all code and ordinance requirements have been satisfied you will receive project approval (i.e., building permit, conditional use permit) upon payment of all required fees. However, if there are remaining conditions that need to be satisfied, you will be notified by letter what is necessary to complete the approval of the project.

**3. Final Plan Review:** Final Review is the review of corrected working drawings for compliance with building codes, other city ordinances or outstanding comments resulting from the Prefinal Review.

Upon completion of the final review process a building permit is issued if all conditions pertaining to the project are met. If there are any outstanding requirements, corrections or comments a letter will be sent to you indicating what needs to be satisfied prior to final approval. Final fees for the project are calculated when the final review is completed. A building permit will be issued when all fees are paid.

### *How much time do I have to get a building permit?*

From the date of submittal of the first set of working

drawings, Pre-Final Review, until the application expires is 180 days. During this period, all reviews, Pre-Final, Final and any revised plans, need to be completed. If circumstances beyond the control of the applicant have prevented action from being taken on the permit within the 180 days, the applicant may submit a written request for an extension of time to the Development Organization Manager. If the extension is granted, the maximum extension shall be 180 days. However, the maximum length of time between the submittal of the Pre-Final Review plans and the issuance of a permit is 365 days.

***Can I have a preliminary meeting with staff?***

A preliminary meeting with the Development Organization staff can be held prior to submittal to discuss the scope and nature of the proposed project and how best to proceed. The Development Organization Coordinator should be contacted to schedule a preliminary meeting. The Development Organization Coordinator will determine which staff should be included in the meeting.

***What does the Development Organization process cost?***

***What other fees might I expect to pay?***

At the time of filing, an initial **deposit** of \$1,800 is required for a minor Development Organization review and a **deposit** of \$4,000 is required for a standard review. The total cost of a Development Organization review will depend on the time required to process the application. Processing costs are billed on a time and material basis. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be issued at the completion of the project review if excess funds have been paid.

In addition to the Development Organization processing fee, there are other fees which you may have to pay (e.g., building permit, building permit application, plan check, and development impact fees). The Fremont Unified School District also requires the payment of fees for most new construction. This fee is paid directly to the District, but evidence of its payment will be required before a permit can be issued.

***What materials do I submit?***

A Development Organization Information Sheet will be completed by staff for the necessary materials for the various steps of the review process. A complete application ensures an expedient and cost-effective review.

***How long does the process take?***

Review of plans for the Preliminary Review phase is generally completed within 21 days of application. The Prefinal Review

phase is generally completed within 30 days of application. Review of Final Plan Check is generally completed within 15 days of application.

***What if I have questions about the review process?***

If you have questions about your application, at any time throughout the review process, please call the Development Organization Coordinator or staff at (510) 494-4480.

***May a decision be appealed?***

Appeal of Development Organization determinations may only be done in conjunction with a Preliminary Review. Such appeals must be submitted within 10 calendar days of receipt of the Preliminary Review letter and are considered by the Planning Commission. Appeals of issues relating to interpretation of the Building Code are considered by the City Council sitting as a Board of Appeals. Please contact Development Organization staff at (510) 494-4480 for more information.

***What does an appeal cost?***

The appeal fee of \$35 must be filed along with the written statement of objection(s) to the determinations of the Development Organization. The cost of processing the appeal will be borne by the applicant of the project, whether or not the applicant filed the appeal.